
Table 1—Selected Training Questions

Survey of Employer-Provided Training (SEPT) 1995Employee Survey

Formal training occurs when:

- Employees are taught skills or given information to help them do their jobs better,
- It is planned in advance, and
- It has a structured format and a defined curriculum.

Examples include:

- Attending a class conducted by an employee of your company,
- Attending a seminar given by a professional trainer, or
- Watching a planned audio-visual presentation.

- 1.) In the last 12 months, have you received formal training from your current employer in any of the following areas?
 - a.) Management training
 - b.) Professional and technical skills training
 - c.) Computer procedures, programming, and software training
 - d.) Clerical and administrative support skills training
 - e.) Sales and customer relations training
 - f.) Service-related training
 - g.) Production- and construction-related training
 - h.) Basic skills training
 - i.) Occupational safety training
 - j.) Communications, employee development, and quality training
 - k.) Other
 - l.) No formal training in last 12 months

Fill out a worksheet at the end of each day, while the day's activities are still fresh in your mind. Do this every day for one week, even if there were days with no training activities.¹

- Training activities occur any time when you are taught a skill or provided with information to help you do your job better.
- Training activities can be formally presented at a scheduled session or informally provided during your work day by a supervisor or co-worker.
- Each training activity should last at least five minutes.

[Examples provided]

- 1.) Did you learn a skill or were you given information today to help you do your job better?
- 2.) Who or what helped you learn this skill or information? (For each activity, check all that apply) [Options provided]
- 3.) How did you learn the skill or information? (For each activity, check all that apply) [Options provided]
- 4.) What type of skill or information did you learn? (For each activity, check all that apply) [Options provided]
- 5.) How long did you spend learning this skill or information today?

Survey of Employer-Provided Training (SEPT) 1995Employer Survey

The following questions ask about formal training provided or financed by your establishment. Formal training is planned in advance and has a structured format and defined curriculum.

- 1.) In the last 12 months, in which of the following areas did your establishment provide or finance training for employees? [Areas listed were those in the Employee Survey (#1a-l above), plus the following three areas.]
 - m.) Employee health and wellness
 - n.) Orientation training
 - o.) Awareness training

Please complete one worksheet for every formal training activity that takes place during your two-week reporting period.

- 1.) Use the calendar below to tell us how long this training activity lasted. For each day of the training activity, fill in the **date** and the **number of hours** that the training activity occurred.
- 2.) How many employees were trained in the activity?

¹ The employee log was used to identify both formal and informal training. On the basis of the answers given to the second and third questions, the Bureau of Labor Statistics used an algorithm to classify each reported activity as formal training, informal training, or self-learning (which was not counted as training). See Frazis, Gittleman, Horrigan, and Joyce (1998).

National Employer Survey (NES) 1997

The next set of questions asks about structured or formal training. This may be offered at your establishment or at another location and may occur during working hours or at other times. Formal training includes all types of training activities that have a pre-defined objective as opposed to informal, on-the-job training. [READ IF NECESSARY: Examples of structured or formal training include seminars, lectures, workshops, audio-visual presentations, apprenticeships, and structured on-the-job training.

- 1.) Do you pay for or provide any formal training, either on-the-job (by supervisors or outside contractors) or at a school or technical institute?
- 2.) In the past year, what percent of supervisors [managers and professionals, technical/technical support, office/clerical/sales/customer service, production employees] received formal training?
- 3.) What is the average number of training hours each supervisor [managers or professional, technical/technical support, office/clerical/sales/customer service, production employees] received?
- 4.) Which of the following areas did supervisors [managers or professional, technical/technical support, office/clerical/sales/customer service, production employees] receive formal training?
 - a.) Improving teamwork or problem-solving skills
 - b.) Training in sales and customer service
 - c.) Training to use computers and/or new equipment
 - d.) Training on the safe use of equipment and tools
 - e.) Remedial skills in literacy and arithmetic²

National Household Education Survey (NHES) 1995

Now I would like to ask you about different kinds of education and training programs, courses, workshops, and seminars you may have taken during the past 12 months. (Please don't include day-time high school programs).

A. English as a Second Language

- 1.) These first questions are about English as a Second Language only. Please do not include other classes here. During the past 12 months, did you have a tutor or take any classes to learn English as a Second Language?
- 2.) In the past 12 months, how many weeks did you attend ESL classes? [DO NOT ROUND – USE DECIMAL IF NEEDED]
- 3.) For about how many hours (per day/per week) did you attend during the time you were going to ESL class?
- 4.) What school, organization, or business provided (most of) the instruction for the ESL classes?
- 5.) Was (DISPLAY PROVIDER STRING) also your employer?
- 6.) (Not counting your self-employment,) Was your employer aware that you were taking or took an ESL class?
- 7.) Did your employer...
 - a.) Give you time off from work with or without pay?
 - b.) Provide classroom space?
 - c.) Pay all or part of the cost, including tuition, books, and other costs like transportation?

B. Basic Skills and GED Preparation

- 1.) Not including regular day-time high school classes, during the past 12 months, did you have a tutor or take any classes:
 - a.) To improve your basic reading, writing, and math skills?
 - b.) To prepare to take the General Educational Development, or GED?
 - c.) In some other high school equivalency program or adult high school program?

C. Credential

- 1.) (Not including classes you told us about earlier,) During the past 12 months, did you take any courses that are part of a program, or a series of courses associated with a program leading toward...
 - a.) A college or university degree, such as an associate's, bachelor's, or graduate degree?
 - b.) A diploma or certificate from a vocational or technical school after high school or a formal vocational training program?

[Pattern similar #2-7]

D. Apprenticeship

- 1.) During the past 12 months, were you in a formal apprenticeship program leading to journeyman status in a skilled trade or craft?
 - 2.) How long does the whole apprenticeship last?
 - 3.) How many hours per week are scheduled for on-the-job training?
 - 4.) How many hours per week of formal classroom instruction are scheduled?
- [Pattern similar to #2-7]

E. Career or Job Related Activities

² The question on remedial skills in literacy and arithmetic was not asked for the group of managers and professionals.

- 1.) Now, I'd like to ask you about courses related to a job or career, whether or not you had a job when you took the course. (Please don't include courses you already told me about.) Some examples are courses taken at your job, courses taken somewhere else that relate to your job or a new career, or courses for a license or certification you need for your job. Have you taken any of these in the past 12 months?
[Pattern repeats #2-7]

Table 2—Incidence of Employer-Provided Training in the Past Year

| Measure of Incidence | Survey | | | |
|--|-------------------------|-------------------------|-------------------------|-----------------------|
| | 1997 NES | | 1995 SEPT | 1995 NHES |
| | 20 or More Employees | 50 or More Employees | 50 or More Employees | All Establishments |
| Percentage of establishments providing formal training in the past year | 72.4 | 77.6 | 92.5 | — |
| Percentage of workers receiving formal training in the past year | — | — | 69.8 | 36.7 |
| Percentage of workers receiving informal training with their current employer (past year) | — | — | 95.8 | — |

Sources:

1997 National Employer Survey (NES) figures are from Urban Institute weighted tabulations of the NES 1997 public-use data.

1995 Survey of Employer Provided Training (SEPT) figures are from Frazis, Gittleman, Horrigan, and Joyce (1998).

1995 National Household Education Survey (NHES) figures are from Urban Institute weighted tabulations of the NHES 1995 public-use data.

Table 3—Intensity of Employer-Provided Training

| Measure of Intensity and Universe | Survey | | |
|---|-------------------------|-------------------------|-----------------------|
| | 1995 SEPT Employer | 1995 SEPT Employee | 1995 NHES |
| | 50 or More Employees | 50 or More Employees | All Establishments |
| Formal Training | | | |
| Hours per worker over 6 month period | 10.7 | 13.4 | 32.7 |
| Hours per worker over 1 year period | — | — | 65.4 |
| Percent of workers receiving—over 1 year period | | | |
| 0 Hours | — | — | 63.9 |
| 1-40 Hours | — | — | 15.0 |
| 41-80 Hours | — | — | 6.2 |
| 81-120 Hours | — | — | 3.1 |
| 121-160 Hours | — | — | 2.0 |
| More than 160 Hours | — | — | 9.8 |
| Informal Training | | | |
| Hours per worker over 6 month period | — | 31.1 | — |

Sources:

1995 Survey of Employer Provided Training (SEPT) figures are from Frazis, Gittleman, Horrigan, and Joyce (1998).

1995 National Household Education Survey (NHES) figures are from Urban Institute weighted tabulations of the NHES 1995 public-use data.

Notes:

6 month period is May-October 1995 for the SEPT and average for past year (1994) divided by 2 for the NHES.

Table 4—Incidence of Employer-Provided Training Over Time and Across Data Sources
Percentage of Establishments Providing Formal Training

| Study | Data set | Universe | Measurement | Time interval | Percent |
|---|-----------|--|-------------------------------|---------------|---------|
| Current | 1997 NES | Establishments with 20 or more employees | Employer paid for or provided | Past year | 72 |
| Current | 1997 NES | Establishments with 50 or more employees | Employer paid for or provided | Past year | 78 |
| Frazis, Gittleman, Horrigan, and Joyce (1998) | 1995 SEPT | Establishments with 50 or more employees | Employer provided or financed | Past year | 93 |
| Lynch and Black (1995) | 1994 NES | Establishments with 20 or more employees | Employer paid for or provided | Past year | 81 |
| Frazis, Herz, and Horrigan (1995) | 1993 SEPT | All establishments | Employer provided or financed | During 1993 | 71 |
| Frazis, Herz, and Horrigan (1995) | 1993 SEPT | Establishments with 50 or more employees | Employer provided or financed | During 1993 | 98-99 |

Note: Lynch and Black (1995), using the 1994 NES, find that 97 percent of establishments with 20 or more employees offered informal training.

Table 5—Incidence of Employer-Provided Training Over Time and Across Data Sources
Percentage of Workers Receiving Formal Training

| Study | Data set | Universe | Measurement | Time interval | Percent |
|---|-----------|--|--|-----------------------|---------|
| Frazis, Gittleman, Horrigan, and Joyce (1998) | 1995 SEPT | Establishments with 50 or more employees | Employer provided or financed | Past year | 70 |
| Current | 1995 NHES | Employed persons age 16+ | Any employer provided or supported course | Past year | 37 |
| Current | 1995 NHES | Employed persons age 16+ | Employer provided or supported career or job related courses | Past year | 27 |
| Bruno (1995) | 1993 SIPP | All persons age 18-64 | Employer paid | Ever | 13 |
| Barnow, Giannarelli, and Long (1996) | 1991 NHES | Employed persons age 16+ | Improvement course--any course provided by employer | Past year | 16-19 |
| Barnow, Giannarelli, and Long (1996) | 1991 CPS | Employed persons age 16+ | Improvement training from a formal company program | With current employer | 16 |
| Kominski and Sutterlin (1992) | 1990 SIPP | All persons age 18-64 | Employer paid for most recent job related training | Ever | 12 |
| Kominski (1990) | 1987 SIPP | All persons age 18-64 | “ “ | Ever | 11 |
| Kominski (1987) | 1984 SIPP | All persons age 18-64 | “ “ | Ever | 6 |
| Haber (1988) | 1984 SIPP | Employed persons | Received most recent job related training at work | With current employer | 8 |
| Lillard and Tan (1986)* | 1983 CPS | | Company (formal) training program | With current employer | 12 |
| Hollenbeck and Willke (1985)* | 1983 CPS | | “ “ | With current employer | 11 |
| Tierney (1983)* | 1981 CPS | | Employer-provided training programs | Last year | 5 |

* As cited in Brown (1990)

**Table 6—Incidence of Employer-Provided Formal Training
by Worker Characteristics: Percent of Workers Receiving in Past Year**

| Worker Characteristics | Survey | | | |
|---|-------------------------------------|-------------------------------------|--|-----------------------------------|
| | 1997 NES | | 1995 SEPT | 1995 NHES |
| | Percent estabs. w/ 20+ employees | Percent estabs. w/ 50+ employees | Percent workers in estabs. w/ 50+ employees | Percent workers in all estabs. |
| Total (formal training in past year) | — | — | 69.8 | 36.7 |
| Age | | | | |
| 25 years and younger | — | — | 63.4 | 43.1 |
| 25 to 34 years | — | — | 78.5 | 37.3 |
| 35 to 44 years | — | — | 74.7 | 39.5 |
| 45 to 54 years | — | — | 64.7 | 36.9 |
| 55 years and older | — | — | 50.7 | 20.3 |
| Sex | | | | |
| Men | — | — | 66.5 | 36.0 |
| Women | — | — | 73.1 | 37.5 |
| Race and Origin | | | | |
| White | — | — | 70.4 | 37.8 |
| Black | — | — | 70.6 | 32.5 |
| American Indian/Alaskan Native | — | — | | 36.5 |
| Asian/Pacific Islander | — | — | | 36.3 |
| Hispanic | — | — | 73.7 | 24.6 |
| Educational Attainment | | | | |
| High School Graduate or Less | — | — | 60.1 | 22.2 |
| Some College | — | — | 67.8 | 44.1 |
| Bachelor's Degree or Higher | — | — | 89.7 | 50.0 |
| Occupation | | | | |
| Managerial & Administrative | 43.7 | 49.8 | 80.2 | 49.8 |
| Supervisors | 47.3 | 49.7 | — | — |
| Professional, Paraprofessional, Technical | 54.8 | 52.5 | 84.8 | 54.9 |
| Sales, Clerical, & Administrative Support | 37.1 | 39.6 | 72.5 | 33.3 |
| Service | — | — | 49.8 | 32.0 |
| Production, Construct., Operating, Mainten. | 43.6 | 48.5 | 66.3 | 24.3 |
| Other | — | — | — | 50.6 |
| Usual Hours Worked Per Week | | | | |
| Under 35 Hours | — | — | 56.1 | 34.8 |
| 35 Hours or More | — | — | 71.6 | 38.6 |
| Earnings | | | | |
| First Quartile | — | — | 61.8 | 27.1 |
| Second Quartile | — | — | 74.5 | 31.3 |
| Third Quartile | — | — | 62.0 | 42.1 |
| Fourth Quartile | — | — | 84.0 | 49.3 |
| Tenure with Current Employer | | | | |
| Up to 2 years | — | — | 67.5 | 32.8 |
| More than 2 years and up to 5 years | — | — | 56.8 | 36.5 |
| More than 5 years and up to 10 years | — | — | 79.7 | 36.7 |
| More than 10 years | — | — | 75.3 | 39.4 |

Sources:

1997 National Employer Survey (NES) figures are from Urban Institute weighted tabulations of the NES 1997 public-use data.

1995 Survey of Employer Provided Training (SEPT) figures are from Frazis, Gittleman, Horrigan, and Joyce (1998).

1995 National Household Education Survey (NHES) figures are from Urban Institute weighted tabulations of the NHES 1995 public-use data.

Table 7—Intensity of Employer-Provided Formal Training by Worker Characteristics: Mean Hours per Worker (6Mnth)

| Worker Characteristics | Survey | | | |
|---|--|--|--|-------------|
| | 1997 NES | | 1995 SEPT | 1995 NHES |
| | Workers in estabs. w/ 20+ employees | Workers in estabs. w/ 50+ employees | Workers in estabs. w/ 50+ employees | All Workers |
| Total (over 6-month period) | — | — | 13.4 | 32.7 |
| Age | | | | |
| 25 years and younger | — | — | 2.7 | 83.9 |
| 25 to 34 years | — | — | 14.0 | 32.5 |
| 35 to 44 years | — | — | 15.4 | 23.8 |
| 45 to 54 years | — | — | 17.2 | 17.7 |
| 55 years and older | — | — | 5.7 | 7.9 |
| Sex | | | | |
| Men | — | — | 12.2 | 34.1 |
| Women | — | — | 14.6 | 31.2 |
| Race and Origin | | | | |
| White | — | — | 13.6 | 31.7 |
| Black | — | — | 13.8 | 35.3 |
| American Indian/Alaskan Native | — | — | — | 29.9 |
| Asian/Pacific Islander | — | — | — | 44.9 |
| Hispanic | — | — | 11.0 | 52.5 |
| Educational Attainment | | | | |
| High School Graduate or Less | — | — | 10.9 | 15.0 |
| Some College | — | — | 14.3 | 55.6 |
| Bachelor's Degree or Higher | — | — | 16.1 | 33.8 |
| Occupation | | | | |
| Managerial & Administrative | 15.7 | 20.1 | 4.3 | 27.2 |
| Supervisors | 15.8 | 12.2 | — | — |
| Professional, Paraprofessional, Technical | 12.7 | 14.3 | 22.3 | 38.6 |
| Sales, Clerical, & Administrative Support | 7.0 | 7.8 | 10.2 | 30.8 |
| Service | — | — | 5.6 | 39.8 |
| Production, Construct., Operating, Mainten. | 11.8 | 12.6 | 15.2 | 22.3 |
| Other | — | — | — | 43.9 |
| Usual Hours Worked Per Week | | | | |
| Under 35 Hours | — | — | 4.8 | 52.7 |
| 35 Hours or More | — | — | 14.6 | 25.4 |
| Earnings | | | | |
| First Quartile | — | — | 4.1 | 41.6 |
| Second Quartile | — | — | 11.6 | 25.9 |
| Third Quartile | — | — | 15.9 | 27.6 |
| Fourth Quartile | — | — | 22.8 | 27.7 |
| Tenure with Current Employer | | | | |
| Up to 2 years | — | — | 8.9 | 35.1 |
| More than 2 years and up to 5 years | — | — | 4.5 | 36.7 |
| More than 5 years and up to 10 years | — | — | 19.5 | 32.3 |
| More than 10 years | — | — | 21.1 | 20.9 |

Sources:

1997 National Employer Survey (NES) figures are from Urban Institute weighted tabulations of the NES 1997 public-use data.

1995 Survey of Employer Provided Training (SEPT) figures are from Frazis, Gittleman, Horrigan, and Joyce (1998).

1995 National Household Education Survey (NHES) figures are from Urban Institute weighted tabulations of the NHES 1995 public-use data.

**Table 8—Incidence of Employer-Provided Formal Training in the Past Year
by Establishment Characteristics**

| Establishment Characteristics | Survey | | | | |
|---|--|--|--|---|--------------------------------------|
| | 1997 NES | | 1995 SEPT Employer | 1995 SEPT Employee | 1995 NHES |
| | Percent estabs. w/ 20+ employees | Percent estabs. w/ 50+ employees | Percent estabs. w/ 50+ employees | Percent workers in estabs. w/ 50+ employees | Percent workers in all estabs. |
| Total (formal training in past year) | 72.4 | 77.6 | 92.5 | 69.8 | 36.7 |
| Establishment Size | | | | | |
| 20-50 Employees | 69.2 | — | — | — | — |
| 50-99 Employees | 72.4 | — | 90.8 | 61.6 | — |
| 100-249 Employees | 82.3 | — | — | — | — |
| 250-999 Employees | 86.5 | — | — | — | — |
| 100-499 Employees | — | — | 94.4 | 73.0 | — |
| 500 or More Employees | — | — | 98.1 | 71.0 | — |
| 1000 or More Employees | 93.0 | — | — | — | — |
| Industry | | | | | |
| Mining | — | — | 96.7 | 94.7 | 30.6 |
| Construction | 72.3 | 80.9 | 94.7 | 71.2 | 25.0 |
| Manufacturing | — | — | — | — | 27.8 |
| Durable Goods | 80.5 | 81.1 | 88.1 | 78.3 | — |
| Nondurable Goods | 64.4 | 72.6 | 95.2 | 85.4 | — |
| Transportation, Communications, and Public Utilities | 77.0 | 77.8 | 96.5 | 81.4 | 37.6 |
| Wholesale Trade | 69.1 | 81.8 | 98.4 | 68.1 | 21.4 |
| Retail Trade | 69.0 | 71.5 | 88.7 | 48.8 | 24.7 |
| Finance, Insurance, and Real Estate | 89.2 | 92.9 | 95.6 | 87.4 | 49.7 |
| Services | 76.3 | 82.3 | 93.5 | 70.7 | 37.4 |
| Other | 67.6 | 71.6 | — | — | 46.0 |
| Turnover | | | | | |
| Low | 71.5 | 73.4 | 92.7 | 78.3 | — |
| Medium | 73.0 | 81.9 | 96.0 | 74.7 | — |
| High | 72.6 | 72.9 | 88.6 | 60.7 | — |
| Union Presence | | | | | |
| No Employees Represented | 72.3 | 78.3 | 92.9 | 71.6 | — |
| Some Employees Represented | 74.2 | 73.7 | 90.6 | 65.7 | — |
| Number of Selected Benefits | | | | | |
| Six or Fewer | 63.6 | 63.6 | 89.5 | 62.9 | — |
| Seven or More | 84.3 | 87.0 | 99.6 | 76.9 | — |
| Presence of Contract Employees | | | | | |
| No Contract Employees | 73.6 | 73.6 | 90.2 | 63.6 | — |
| Some Contract Employees | 81.1 | 81.1 | 98.5 | 77.0 | — |

Sources:

1997 National Employer Survey (NES) figures are from Urban Institute weighted tabulations of the NES 1997 public-use data.

1995 Survey of Employer Provided Training (SEPT) figures are from Frazis, Gittleman, Horrigan, and Joyce (1998).

1995 National Household Education Survey (NHES) figures are from Urban Institute weighted tabulations of the NHES 1995 public-use data.

**Table 9—Intensity of Employer-Provided Formal Training by
Establishment Characteristics: Mean Hours per Worker Over Six Months**

| Establishment Characteristics | Survey | | |
|---|--|--|-------------|
| | 1995 SEPT Employer | 1995 SEPT Employee | 1995 NHES |
| | Workers in estabs. w/ 50+ employees | Workers in estabs. w/ 50+ employees | All workers |
| Total (over 6-month period) | 10.7 | 13.4 | 32.7 |
| Establishment Size | | | |
| 1-50 Employees | — | — | — |
| 50-99 Employees | 5.7 | 8.2 | — |
| 100-499 Employees | 12.1 | 13.5 | — |
| 500 or More Employees | 12.0 | 16.6 | — |
| Industry | | | |
| Mining | 14.4 | 17.2 | 6.2 |
| Construction | 5.0 | 11.4 | 25.9 |
| Manufacturing | — | — | 18.3 |
| Durable Goods | 11.7 | 20.8 | — |
| Nondurable Goods | 11.9 | 21.7 | — |
| Transportation, Communications, and Public Utilities | 18.3 | 17.6 | 36.4 |
| Wholesale Trade | 8.4 | 8.3 | 20.1 |
| Retail Trade | 3.7 | 3.7 | 36.2 |
| Finance, Insurance, and Real Estate | 16.6 | 16.6 | 32.8 |
| Services | 11.0 | 11.0 | 35.0 |
| Other | — | — | 34.0 |
| Turnover | | | |
| Low | 10.8 | 27.3 | — |
| Medium | 12.5 | 15.6 | — |
| High | 7.2 | 7.6 | — |
| Union Presence | | | |
| No Employees Represented | 11.0 | 14.0 | — |
| Some Employees Represented | 9.7 | 12.1 | — |
| Number of Selected Benefits | | | |
| Six or Fewer | 7.1 | 10.2 | — |
| Seven or More | 14.8 | 16.7 | — |
| Presence of Contract Employees | | | |
| No Contract Employees | 8.1 | 8.7 | — |
| Some Contract Employees | 13.6 | 18.7 | — |

Sources:

1997 National Employer Survey (NES) figures are from Urban Institute weighted tabulations of the NES 1997 public-use data.

1995 Survey of Employer Provided Training (SEPT) figures are from Frazis, Gittleman, Horrigan, and Joyce (1998).

1995 National Household Education Survey (NHES) figures are from Urban Institute weighted tabulations of the NHES 1995 public-use data.

**Table 10—Incidence and Intensity of Formal Employer-Provided Training
by Type of Training**

| Type of Training | Survey | | | | | | | |
|--|--|--|--|---|---|--|--|---|
| | 1997 NES | | 1995 SEPT Employer | | 1995 SEPT Employee | | 1995 NHES | |
| | Percent estabs. w/ 20+ employees (past year) | Percent estabs. w/ 50+ employees (past year) | Percent estabs. w/ 50+ employees (past year) | Mean hours for workers in estabs w/ 50+ emps. (6 mnths) | Percent workers in estabs. with 50+ emps. (past year) | Mean hours for workers in estabs. w/ 50+ emps. (6 mnths) | Percent of all workers (past year) | Mean hours for all workers (6mnths) |
| Total | 72.4 | 77.6 | 92.5 | 10.7 | 69.8 | 13.4 | 36.7 | 32.7 |
| Type of Training | | | | | | | | |
| Management | — | — | 66.8 | 0.8 | 16.3 | 0.6 | — | — |
| Professional and Technical Skills | — | — | 49.4 | 1.3 | 21.4 | 1.9 | — | — |
| Computer Skills | 63.5 | 72.8 | 65.5 | 2.1 | 23.5 | 5.1 | — | — |
| Clerical and Administrative Support | — | — | 38.1 | 0.5 | 8.4 | 0.6 | — | — |
| Sales and Customer Relations | 58.9 | 58.5 | 50.5 | 0.8 | 15.1 | 0.6 | — | — |
| Service-Related | — | — | 27.0 | 0.6 | 5.9 | 0.3 | — | — |
| Production and construction-Related | — | — | 29.6 | 1.1 | 11.3 | 2.0 | — | — |
| Basic or Remedial Skills | 16.4 | 17.3 | 9.4 | 0.1 | 2.3 | 0.0 | — | — |
| Occupational Safety | 58.5 | 65.8 | 71.7 | 1.2 | 42.8 | 0.6 | — | — |
| Communication, Employee Development and Quality | — | — | 45.7 | 1.4 | 22.8 | 1.5 | — | — |
| Employee Wellness | — | — | 37.3 | 0.1 | — | — | — | — |
| Orientation | — | — | 72.5 | 0.2 | — | — | — | — |
| Awareness | — | — | 51.7 | 0.6 | — | — | — | — |
| Other | — | — | 0.3 | 0.1 | 1.4 | 0.2 | — | — |
| Teamwork and Problem Solving | 62.8 | 69.4 | — | — | — | — | — | — |
| English as a Second Language | — | — | — | — | — | — | 0.2 | 0.1 |
| Basic Skills or GED Prep | — | — | — | — | — | — | 0.4 | 0.3 |
| Credit Courses/Programs | — | — | — | — | — | — | 10.3 | 20.7 |
| Apprenticeship | 9.1 | 9.9 | 24.4 | — | — | — | 1.6 | 1.9 |
| Career or Job-Related Courses | — | — | — | — | — | — | 27.1 | 9.7 |
| Mentoring Programs | 9.5 | 10.1 | 44.1 | — | — | — | — | — |

Sources:

1997 National Employer Survey (NES) figures are from Urban Institute weighted tabulations of the NES 1997 public-use data.

1995 Survey of Employer Provided Training (SEPT) figures are from Frazis, Gittleman, Horrigan, and Joyce (1998) and (1997).

1995 National Household Education Survey (NHES) figures are from Urban Institute weighted tabulations of the NHES 1995 public-use data.

